



2016-2017 Diocesan Safe Environment Program Steps

All Employees and Coaches (complete Steps 1 – 5)

1. Fingerprint Check

Call your local Police Department to confirm hours that they will fingerprint people. Schedule an appointment with them if necessary.

- The Chippewa Falls Jail will fingerprint at no cost from 8:00-9:00 a.m. on Saturdays
- The Eau Claire Police Department will fingerprint Monday-Thursday, 9:00a.m.-2:45p.m. for approximately \$28
- The UWEC Police Department (715-836-2222) will fingerprint students at no cost as long as an appointment is made ahead of time

Fingerprinting must be done on the Fingerprint Card provided by the Diocese of La Crosse. You will be reimbursed if you turn in your receipt to the MACS Central Office

2. Authorization for Release of FBI Information

Complete the Authorization for Release of FBI Information form. A person should witness your signature. That person should sign by "Witness."

For all New Volunteers and/or New Parents (complete Steps 3 – 5)

3. Basic Background Check

Complete the Information Required for Basic Criminal Background Check form. Please use the form Rev. 9-18-2015. Basic Background Checks need to be done every 3 years!

4. Confidential Employee and Volunteer Questionnaire

Complete the Diocese of La Crosse Confidential Safe Environment Employee and Volunteer Questionnaire.

5. Annual Verification Form:

<http://www.mcdonellareacatholicsschools.org/about/macs-employee.cfm> scroll down and click on each link

Red Book "On the Promulgation of the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse."

Green Book titled "Sexual Misconduct Procedures"

View the video "Providing a Safe Environment"

Sign the form verifying that you have read the material and viewed the video

After you have read the enclosed material and view the Safe Environment Video online, please sign, and date the forms.

All Returning Volunteers and/or Parents

Parents or volunteers who were compliant last year only need sign the annual verification form unless it has been 3 years then a new background form will need to be filled out. Contact Kathy Adams to get the form that you need.

All completed and correct forms MUST be returned to:

McDonnell Area Catholic Schools, Attention: Kathy Adams, Safe Environment Coordinator, 715.723.0538 or e-mail: k.adams@macs.k12.wi.us.